



## **ASSOCIATE – OFFICE ACQUISITIONS**

### **COMPANY**

Dallas-based, privately held commercial real estate development and investment management company with exceptional performance specializing in value-add and opportunistic real estate investments. With an entrepreneurial spirit and proven 25-year track record across several market cycles Westmount Realty Capital has amassed a portfolio of over 10 million square feet of industrial and office properties and 3,000 multifamily nationally.

### **OPPORTUNITY**

The **Associate – Office Acquisitions** candidate will be working closely with the Commercial Acquisitions team to provide support throughout all areas of the acquisition process including deal sourcing, underwriting, financing, due diligence, and closing with a primary focus on evaluating and underwriting office acquisition opportunities.

### **KEY RESPONSIBILITIES / DUTIES**

The activities listed here are not all-inclusive; rather, they indicate the types of activities normally performed by this position. The successful candidate will be able to demonstrate core competencies in the following areas:

- Primary responsibility will be evaluating and underwriting potential office investment opportunities using an Excel based model.
- Proficient in the use of Argus analysis software.
- Reviewing P&L statements, rent rolls, and tax statements.
- Researching and analyze demographic, economic, and real estate market data to recognize market trends in order to support underwritten assumptions with a high level of certainty.
- Communication with those parties familiar with the asset and market (investment sales brokers, lenders, property managers, tax advisors, attorneys, appraisers, and other third party service providers).
- Occasional travel with acquisition team to conduct on-site due diligence for potential new investments may be required.
- Maintain detailed pipeline of potential new investments to be reviewed on a weekly basis.
- Prepare presentation material for possible new acquisitions.
- Be instrumental in the writing and production of investment memorandums and related marketing collateral.
- Instrumental in the due diligence and closing processes.
- Ensure that objectives and timelines are being met. Prepare and deliver timely, accurate and complete reports as needed.
- Provide overall support for the team with a willingness to learn and an enthusiasm for commercial real estate.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and EXPERIENCE**

- Bachelor's degree (BA/BS) from a four-year college or university in a relevant field of study (business, finance, real estate, economics).
- A minimum of three (3) years of related experience and/or training.
- Knowledge of real estate cash flow modeling using Microsoft Excel.

## **COMMUNICATION SKILLS**

- Excellent written and verbal communication skills.
- Detail oriented with strong organizational and analytical skills.
- Ability to provide efficient, timely, reliable and courteous service to customers and clients.
- Ability to effectively and efficiently present information and interface with Acquisitions Team
- as well as Company Leadership.
- Ability to prioritize and work independently; also works well in a group setting.

## **REASONING ABILITY**

- Requires advanced analytical and quantitative skills.
- Be able to recognize and analyze trends in financial statements.
- Exhaustive understanding of financial concepts (DCF, ROI, IRR, NPV, Cap Rate, etc.) and factors affecting these metrics.

## **OTHER SKILLS and/or ABILITIES**

- Intermediate to advanced skills with Microsoft Office Suite.
- Advanced skills with Microsoft Excel and Argus.
- Willingness to work long hours when necessary.

## **SCOPE OF RESPONSIBILITY**

Decisions made with thorough understanding of procedures, company policies, and business practices to achieve general results and deadlines. Self-sufficient in monitoring work unit and/or project deadlines. Errors in judgment may cause short-term impact to department.